REQUEST FOR E-3 EMPLOYMENT STATUS/ACTUAL WAGE DETERMINATION FORM

In order to hire an E-3 employee UC must establish that we are paying the prospective employee the higher of the prevailing wage as determined by the Department of Labor or what is referred to as the "Actual Wage". The "Actual Wage" is at least the average of what all other similarly employed workers are making. Hiring departments should calculate the salaries of all current employees working in the requested E-3 position, who have similar skills and qualifications and ensure that the new employee will be making at least the average of those combined salaries. The spaces below will help UC International Services verify that UC is meeting the Actual Wage Requirement.

1)	Name of Hiring Department/Division:				
2)	Position Title:				
3)	Name of Prospective E-3 Employee:				
4)	Degree Held By prospective E-3 Employee:				
5)	This position is (check one) Full-Time Part-Time. If part-time, # of hours per week Proposed Salary: Will employee receive UC benefits:Yes No Is this position covered by a bargaining unit agreement (i.e. AAUP)? Yes No				
6)	Location(s) where employee will work (departmental mail location). If more than one location list all:				
7)	Number of employees E-3 worker will supervise:				
8)	Dates of E-3 employment requested (may not exceed two years): From//to				
9)	Minimum degree required for position:				
10) In the field of:				
11	Minimum months of required work experience, if any:				
12	Minimum months and type of required training beyond that acquired in the academic studies (if any):				
13	B) Special skills required, e.g., licenses, knowledge of research techniques, programming languages if any. (Include only special skills not acquired in conjunction with attainment of the required academic degree).				
14	4) Description of duties for the position:				
15	5) Are there currently similarly employed workers in the requested E-3 occupation within the Department/Division (similarly employed means anyone with the same title, regardless of duties or similar duties, regardless of title, with the same skills/academic training/related work experience)? Yes No If yes, complete questions 16 and 17. If no, go to question 18.				
16) What is the pay rate or pay range for other workers performing similar duties:				

17) If there is variation in the salaries of workers with similar skills/qualifications and duties, the

reasons for the variations reflect differences in: education; job responsibilities; specialized knowledge; and other legitimate business factors. In this department/division, there are ____ individuals performing the same general duties with similar skills/qualifications. They are: (attach additional pages if necessary)

Name:		Job Title:	Salary:	
Degree:	Skills/Qualifications:			
Reason for va	ariation (if any) from salary	offered to E-3 worker: _		
Name:		Job Title:	Salary:	
Degree:	Skills/Qualifications:			
Reason for va	ariation (if any) from salary	offered to E-3 worker: _		
Name:		Job Title:	Salary:	
Degree:	Skills/Qualifications:			
Reason for va	ariation (if any) from salary	offered to E-3 worker: _		
Title of Im	mediate Supervisor:(Title	(Name)) E-Mail address:	nnati?Yes No	
If yes, Pho	one #:	E-Mail address:		
,	departmental staff membe yee is not available:		nal processing of the E-3 application i	
Phone#:	Fax#:	E-Mail address:		
21) I certify tha	at all information containe		* * * * * * * * * * * * * * * * * * *	
(Signature)			(Date)	